DOCUMENT RESUME

ED 076 830 VT 020 215

AUTHOR	Loheyde, Kathy
TITLE	Annotated Bibliography of Career-Relevant Literature at the Junior and Senior High School Level.
INSTITUTION	New York State Education Dept., Albany. Office of Occupational Education.; State Univ. of New York, Ithaca. Cornell Inst. for Research and Development in Occupational Education.
REPORT NO	Misc-Pub-73-1
PUB DATE	Dec 72
NOTE	36p.
AVAILABLE FROM	Instructional Materials Service, Stone Hall, Cornell University, Ithaca, NY 14850 ($2.00)
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	*Annotated Bibliographies; *Career Education; *English Programs; Junior High School Students; *Occupational Information; Occupations; Secondary Grades; *Secondary School Teachers

ABSTRACT

Covering a wide range of occupational areas, this annotated bibliography was developed to assist English teachers in locating appropriate references for their students in the area of career education. Sectional divisions under which entries appear include: (1) junior high school non-fiction, (2) junior high school fiction, (3) senior high school non-fiction, and (4) topical index by profession. (SN)

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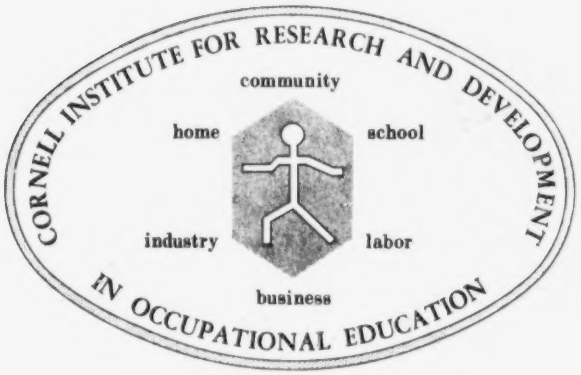
ANNOTATED BIBLIOGRAPHY OF CAREER-RELEVANT LITERATURE AT THE JUNIOR AND SENIOR HIGH SCHOOL LEVEL



by

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In Cooperation with
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New York State Department of Education

December 1972

Misc. 73-1

FOREWORD

A program of Career Education involves an infusion of career-relevant information and learning experiences throughout the curriculum.

Kathy Loheyde, a teacher of English and now graduate student at Cornell, had a strong feeling that teachers of English could contribute to Career Education. Her convictions led to the many hours of reading and annotating necessary to preparation of this bibliography. Her participation in a seminar on Career Education provided background that enabled her to develop criteria for a careful selection of books to be included.

The Institute expresses appreciation to Kathy for this important contribution and expresses the hope that this exemplary volunteer effort will spur others to share the products of their efforts. Within our limited means, we will endeavor to disseminate such products.

John Wilcox, Director

TABLE OF CONTENTS

	Page
Junior High School Non-fiction	1
Junior High School Fiction	13
Senior High School Non-fiction	16
Topical Index by Profession	25
References	32

JUNIOR HIGH SCHOOL NON-FICTION

Amstead, B. H. ENGINEERING AS A CAREER TODAY. Dodd, 1967. The wide variety of fields open to engineers today--chemical, mechanical, civil, electrical, aerospace, petroleum--and the areas of work--research and development, design and planning, sales, teaching, management--are explained.

Baker, Laura. THOSE WHO CARE. Little, 1964. Discusses group work in social welfare. The author describes the background and current activities of long-established organizations such as Boy's Clubs, Hull House, the YMCA and YWCA. Also discusses opportunities in newer organizations like the Peace Corps.

Bell, Raymond M. YOUR FUTURE IN PHYSICS. Rosen, R., 1967. The first chapter is designed to give an idea of what the field of physics includes. This survey is presented from several angles, including physics in the news. One chapter deals with personal qualifications and gives advice to prospective physicists. Suggestions are given on preparing for a career in physics and on obtaining a job.

Biegeleisen, J. I. CAREERS AND OPPORTUNITIES IN COMMERCIAL ART. Rev. Ed. Dutton, 1963. An up-to-date survey of the wide variety of opportunities open to commercial artists in textile design, packaging, cartooning, lettering, and other fields of specialization.

Boyd, Waldo T. YOUR CAREER IN OCEANOLOGY. Messner, 1968. A good general account that features underwater living, diving and working plus an explanatory survey of oceanographic experiments and the scientists who conduct them. Appendix is offered--excellent listings of colleges and universities with courses in oceanology, government offices and organizations that stress marine science as well as private companies concerned with ocean study.

YOUR CAREER IN THE AEROSPACE INDUSTRY. Messner, 1966. A generalized guide scans a wide variety of possible careers and necessary training and education in both industrial and government civil service and military space activities. The book also covers five secondary aerospace interests: ocean mining, commercial transportation, solar research, cryogenics and electronics.

Boylan, James R. SCHOOL TEACHING AS A CAREER. Walck, H. Z., 1962. Emphasizes teaching careers in grade and high school. Offers young people a practical introductory guide to the teaching profession. After summarizing the history of teaching in the United States he describes the responsibilities and duties of teachers, discusses the qualifications and training needed and points out the advantages and disadvantages as well as opportunities for advancement.

Burns, W. A. YOUR FUTURE IN MUSEUMS. Rosen, R., 1967. After an explanation of the functions and organization of museums, the author discusses the various positions available such as registrar, librarian, public relations director, and curator, before concluding with a test to help the reader determine his suitability for the field.

Carroll, John M. CAREERS AND OPPORTUNITIES IN ELECTRONICS. Dutton, 1963. The author briefly outlines the origin, shape, size, and function of the electronics industry and the training, personal qualifications, typical careers and salaries. Nonengineering as well as design, manufacturing, sales, and field careers for electronics engineers, scientists and technicians are described, with special emphasis on opportunities in management, communications and broadcasting, military and industrial electronics.

Chernok, Norma B. YOUR FUTURE IN MEDICAL ASSISTING. Rosen, R., 1967. The various aspects of the job of the doctor's 'Girl Friday' are covered here: clinical work, public relations, administration of the office, as well as aptitudes, training, job opportunities, and professional aspects.

Colman, Hila. MAKING MOVIES: STUDENT FILMS TO FEATURES. World Publ., 1969. Covers careers of everyone involved in movie making, also different types of films, details on education, training, and union requirements for jobs in the film industry.

Dalrymple, Jean. CAREERS AND OPPORTUNITIES IN THE THEATER. Dutton, 1969. Covers all aspects of the theater world and the specific training needed for each job.

Daly, D. F. AIM FOR A JOB IN THE PIPE TRADES. Rosen, R., 1969. Lists the pipe trades including plumbing, pipefitting, steam-fitting, lead burning, coppersmithing, and welding. Gives information on qualifications and training necessary to find a job; trade journals and industry publications, trade associations, and schools for technical training.

Davis, Sidney. YOUR FUTURE IN COMPUTER PROGRAMMING. Rosen, 1969. A general introduction to computer programming as a possible career. Davis briefly traces the history of computers, gives a simplified explanation of the way computers operate, and of the steps in programming a computer, and describes the kinds of companies which need computer programmers. He also considers the requisities, advancement opportunities and training.

Dodge, Bertha S. HANDS THAT HELP; CAREERS FOR MEDICAL WORKERS. Little, 1967. Discusses the work done by medical and X-ray technologists, certified laboratory assistants, microbiologists, biochemical engineers, operating room technicians, physical therapists, medical record librarians, and others.

Dowdell, Dorothy and Joseph Dowdell. YOUR CAREER IN TEACHING. Messner, 1967. Discusses teaching as a career as well as such closely allied occupations as school administration, librarianship, academic counseling, school social service work, overseas assignments and areas of specialization.

Doyle, Robert V. YOUR CAREER IN INTERIOR DESIGN. Messner, 1969. Tells how to obtain practical job experience in the field of interior design and examines the career opportunities available.

Duncan, Clyde H. FIND A CAREER IN AGRICULTURE. Putman, 1961. Agriculture, as the term is used in this book includes the farm machinery, seed and fertilizer business, the processing of farm products, agricultural research, communication through journalism, radio, television, and advertising; 4-H club work, home economics and other related fields. Careers in each of these are described briefly, and the importance of adequate education and training is stressed.

ENCYCLOPEDIA OF CAREERS AND VOCATIONAL GUIDANCE. William E. Hopke, editor-in-chief. Doubleday, 1967. Contents: Vol. I--planning your career; Vol. II--careers and occupations.

Engleman, J. AIRLINE STEWARDESS, A PICTURE STORY. This picture story depicts the life of airline stewardesses. Beginning with basic requirements and application for admission to an airline school the brief text, accompanied by over 250 captioned photographs, shows the various aspects of airline stewardess training, her on-the-job duties, home and social life, chances for advancement and opportunities for world-wide travel.

Ernst, Morris L. and Alan Schwartz. LAWYERS AND WHAT THEY DO. Watts, F., 1964. The lawyer-authors discuss the philosophy as well as the practice of law. Comparisons are made between work of small town and city lawyers and a variety of special fields of practice are described, including criminal, business, and labor law, with suggestions on the best ways for young lawyers to start on their careers.

Flaherty, J. J. GET THAT STORY: JOURNALISM-ITS LORE AND THRILLS. (Rev. Ed.). Lippincott, 1964. Inside stories of the men and women who gather, write, edit, and print newspapers. Small town newspapers are described as well as the all-around job of their reporters and editors. Also tells history of journalism. (Style slangy)

FOREST RANGER. Lippincott, 1956. Discusses history, purposes, together with the training, qualifications and duties of a ranger. Conversational framework with illustrative stories to present facts about fire fighting and smoke jumping, the conservation of wildlife, the battle against insects and disease, the regulation of lumbering, and grazing, avalanche control, etc.

BEHIND THE SILVER SHIELD. Lippincott, 1957. Explanation of police at work emphasizes society's dependence on police protection, the necessity of crime prevention, and the fact that crime doesn't pay. Useful for general as well as for the career demand.

Frazier, John B. YOUR FUTURE IN LANDSCAPE ARCHITECTURE. Rosen, R., 1967. Guide to the requisites for a career in land design and to the rewards and drawbacks of the profession.

Furnas, C. C. THE ENGINEER, Life-Time, 1966. A brief survey of some outstanding accomplishments, old and new, in various engineering fields, interspersed with descriptions of the work of leading engineers.

Gaber, Norman H. YOUR FUTURE IN OCEANOGRAPHY. Rosen, R., 1967. In an informative guide to careers in oceanography, the author surveys the recent past, present, future potential and economics of oceanography and covers qualifications, salaries and academic preparations necessary.

Golze, Alfred R. YOUR FUTURE IN CIVIL ENGINEERING. Rosen, R., 1965. A concise, competent vocational survey furnishes information on the major subdivisions of civil engineering and discusses basic qualifications for the occupation in general. It gives practical advice on choice of college, educational program, and job placement, and concludes with a history of civil engineering and career sketches of some successful men in the profession.

Gordon, George. YOUR CAREER IN TV AND RADIO. Messner, 1966. For every occupation--director, playwright, researcher, announcer, engineer, etc.--the author takes the reader backstage and describes the duties performed and the working atmosphere of each job.

Hanaburgh, D. H. YOUR FUTURE IN FORESTRY. Rosen, 1963. A forester can become a land manager, a specialist in pulpwood production, a research scientist, a wood technologist, or an administrator of forest finances. This study describes the many aspects (advantages and disadvantages) of these careers and is a guide to the vocation of forestry and to the training needed.

Harrison, C. W. CONSERVATIONISTS AND WHAT THEY DO. Watts, F., 1963. This book tells of efforts in the United States to conserve and replenish the nations depleted natural resources. Although conservation is not a career in itself, the government and industry offer positions in biological research, forestry, soil and wild life conservation, the fishing industry, lumber companies, and chemical firms. The author lists qualifications and schools and colleges which offer training.

FIND A CAREER IN AUTO MECHANICS. Putman, 1964. Emphasizing the broad range of skills, know-how, ingenuity and efficiency needed, this contains simple job descriptions for lube men, mechanics of all types (light, heavy, truck), painters, and brake, front end and transmission specialists. Stresses the vital role of the mechanic in safety and public relations.

Head, Edith. FASHION AS A CAREER. Messner, 1966. This book provides a general guide to careers in fashions, with personal glimpses of well-known designers, manufacturers, buyers, editors, copywriters, columnists, models, and retailers.

Heine, Robert E. YOUR FUTURE IN TRAFFIC MANAGEMENT. Rosen, R., 1967. In this study of a field concerned with the flow of traffic by land, air and water, the author surveys scope, career opportunity, educational requirements and salary ranges.

Herbert, F. W. CAREERS IN NATURAL RESOURCE CONSERVATION. Walck, H. Z., 1965. This guide to a career in natural resource conservation in the United States includes information on educational qualifications, training, salary, and on the history of conservation work.

Hoyt, Mary F. AMERICAN WOMAN OF THE SPACE AGE. Athenum Pubs., 1966. A rather superficial account of how women perform invaluable services for the U.S. space program in medicine, engineering, astronomy, aerodynamics, bionics, psychology, dietetics, bioastronautics and other areas. Indicates opportunities that await qualified young women.

Hyde, Margaret O. PSYCHOLOGY IN ACTION. McGraw, 1967. The author describes the various kinds of psychologists (clinical, experimental, counseling, educational, etc.) with people of all ages and all kinds of problems.

Johnson, George. YOUR CAREER IN ADVERTISING. Messner, 1966. Johnson takes a typical advertising agency and describes the many responsibilities involved in the total operation, from account manager to media buyer, from copywriter and artist to salesman and market researcher, outlining the nature of each of these jobs.

Kasper, S. H. CAREERS IN THE BUILDING TRADES. Walch, H. Z., 1964. Building trades craftsmen are skilled workers employed in the construction, maintenance, repair and alteration of buildings, highways, airports, and other structures. Includes career possibilities and the required training, working conditions, and wages in each of the many and varied skills of the building trades.

CAREER IN THE BUILDING TRADES. Rev. Ed. Walck, 1969. Discusses career possibilities and the required training, working conditions and salaries in the following: asbestos and insulating work, bricklaying, carpentry, cement finishing, electrical work, elevator construction, glazier trade and lathe work.

Keefe, J. AIM FOR A JOB IN APPLIANCE SERVICE. Rosen, R., 1969. Defines what an appliance is and gives information on the qualifications and training necessary to become an appliance serviceman. Gives hints in finding a job, and lists schools in every state offering education or training in applicance repair.

Kitson, H. D. VOCATIONS FOR BOYS. Harcourt, 1955. Lists and describes hundreds of jobs in skilled trades, business, the professions, the arts, military service, commercialized hobbies, and unusual occupations with emphasis on those for manual workers. Qualifications necessary for each occupation are given, as well as training, labor conditions, wage scales, and an appraisal of the chances for advancement. [Note copyright date: material is undoubtedly dated.]

Lattin, Gerald W. CAREERS IN HOTELS AND RESTAURANTS. Walck, H. Z., 1967. Resort, commercial, residential and motor hotels or motels and the many types of restaurants, automated cafeterias, formal dining rooms, specialty restaurants, etc. are described. The functions and responsibilities of the various departments in a variety of establishments and the job opportunities are examined.

Lee, Russell. THE PHYSICIAN. Time-Life, 1967. There are balanced presentations of issues avoided in most surveys of medicine. Recommended to counselors seeking to interest students in a future medical career.

Lieber, Leslie. HOW TO FORM A ROCK GROUP. Grosset, 1968. Offers a proven way to develop successfully a professional recording and performing unit. Excellent photographs and suggestions for basic instruments and wardrobe.

Lingenfelter, Mary R. VOCATIONS FOR GIRLS. Harcourt, 1951. Designed to help girls obtain an overall picture of the many occupations open to them, of the qualities they should possess for the particular fields, of the steps they should take in preparing for various types of careers and of the rewards they may expect both materially and personally. [Note copyright--material may be dated or sexist in nature.]

Liston, Robert A. ON THE JOB TRAINING AND WHERE TO GET IT. Messner, 1967. Aimed at the young person who does not go to college, this book describes his place in the laboratory, in government, and in the executive ranks. It shows how such corporations as IBM and Bell Telephone train high school graduates to manufacture and service the most sophisticated electronic equipment. It discusses prospects in such areas as the construction industry, transportation, manufacturing, and law enforcement.

YOUR CAREER IN CIVIL SERVICE. Messner, 1966. Explores the career potentials of civil service at all levels. It describes the major federal agencies and the kind of work being performed there, and gives information and advice on qualifications and tells how and where to apply and what salary and other benefits are offered.

YOUR CAREER IN TRANSPORTATION. Messner, 1966. Discusses the major segments of transportation in this country: air transport, buses, trucking, railroads, and traffic by river and canal and traces the development of the different forms of transportation, their present competitive positions and their promise of future growth.

YOUR CAREER IN LAW ENFORCEMENT. Messner, 1965. This book offers information about the duties and methods of law officers on every professional level, whether from city, state, or the federal government.

Lobsenz, N. M. WRITING AS A CAREER. Walck, H. Z., 1963. The author describes eleven major career areas for writers: newspapers, consumer magazines, industrial magazines, business publications, free-lance writing, advertising, public relations, technical journalism, radio and TV journalism and creative writing. Explains variety of jobs within each category and the basic qualifications necessary for each.

McCoy, J. J. THE WORLD OF THE VETERINARIAN. Lothrop, 1964. Describes the many and diverse career opportunities open to veterinarians in private practice, and public or military service, and outlines the personal qualifications and educational training required.

McGrady, Mike. CRIME SCIENTISTS. Lippincott, 1961. The author explains the work of detectives, lab. technicians, photographers, chemical analysts and the other experts as they develop the evidence which will lead them inevitably to the criminal.

McLintock, Gordon. YOUR FUTURE IN THE MERCHANT MARINE. Rosen, R., 1968. For the person who wants to make the sea his lifework, the author explains the necessary qualifications and preparations for this calling, describes the experiences to be encountered on the job and lists the rewards and disadvantages.

Neal, H. E. YOUR CAREER IN FOREIGN SERVICE. Messner, 1965. The author explains the duties of ambassadors, ministers, charges d'affaires, attaches and consuls, as well as the hundreds of job opportunities ranging from clerks and stenographers to political scientists, including all types of occupational specialists. Educational requirements, qualifications, salaries, as well as a chapter on opportunities for women are included.

DISEASE DETECTIVES: YOUR CAREER IN MEDICAL RESEARCH. Messner, 1968. The very broad scope of this book about medical research covers careers directly involving medical sciences--such as biology, bacteriology, physiology, biochemistry and biophysics--and careers in many related fields, such as medical aid, medical photography, design and manufacture of research instruments, medical record library science, biometrics (statistics), sanitary engineering and more.

Nourse, Alan E. SO YOU WANT TO BE A CHEMIST. Harper, 1964. The distinction of this book lies in its emphasis on what becoming a chemist involves, the decisions that must be made in high school and college in order to prepare for a career in this field. The qualifications, prerequisites of the chemist are discussed and the pattern of college training is outlined.

SO YOU WANT TO BE A SCIENTIST. Harper, 1960. Describes the work of a scientist, emphasizing pure rather than applied science. He discusses personal and educational qualifications for research scientists. Three areas of work are considered: academic careers, government service and industry. Information on both jobs and training is general rather than specific.

SO YOU WANT TO BE A SURGEON. Harper, 1966. This book presents the history of surgery and the surgeon's present day function through portraits of surgeons at work. With the example of a day in the life of a surgeon; a description of the kind of training necessary and mention of special fields.

Paige, B. E. YOUR FUTURE AS A DENTAL HYGIENIST. Rosen, R., 1969. Discusses the requirements, advantages and drawbacks of a career in dental hygiene.

Paradis, Adrian A. JOB OPPORTUNITIES FOR YOUNG NEGROES. McKay, 1969. Discusses career future for Negroes who have a high school diploma and in some cases additional training.

Parsons, Tom. FIND A CAREER IN JOURNALISM. Putman, 1959. A guide for young readers interested in careers in the field of journalism. With news gathering as a focal point, the author introduces each principal member of the newspaper editorial staff. Offers suggestions and working tips for the person who wants to start getting practical experience. Also lists colleges and universities with accredited programs in journalism and offering scholarships, student loans, and part-time jobs. A table of proofreaders marks and a glossary of journalism terms are appended.

Perry, John. 17 MILLION JOBS: THE STORY OF INDUSTRY IN ACTION. McGraw, 1958. Designed to give an orientation to the vocational opportunities in industry, the book covers the skilled craftsman and unskilled labor; foreman and other managerial positions, the need of industry for scientists, engineers and technicians; women in industry, office work, including accounting, sales departments, personnel and other specialized types of work.

VETERINARIANS AND WHAT THEY DO. Watts, 1964. The many fields open to veterinarians are explored--farm animal practice, disease eradication, pharmaceutical research, teaching, etc.

Pollack, Phillip. CAREERS AND OPPORTUNITIES IN CHEMISTRY: A SURVEY OF ALL FIELDS. Dutton, 1960. After several introductory chapters dealing with history, qualifications, (statistics), and training, the author describes in detail the following specialized fields: organic, inorganic, and analytical chemistry, and chemical engineering, with a final chapter on engineering for women.

CAREERS AND OPPORTUNITIES IN PHYSICS. Dutton, 1961. Partial contents: the electron physicist, nuclear research and atomic energy, the atmospheric physicist, nuclear research and atomic aeronautics and space flights, teaching or a job in industry, calling all women physicists.

CAREERS AND OPPORTUNITIES IN ENGINEERING. Revised and brought up to date by John D. Alden,. Dutton, 1967. Discusses the qualifications, training, salaries, and prospects for advancement in mechanical, civil, electrical, chemical, mining, metallurgical, petroleum, and industrial engineering and engineering careers in atomic energy and aeronautics.

Rider, John R. THE STUDENT JOURNALIST AND BROADCASTING. Rosen, R., 1968. This guide for young people interested in careers in the broadcasting industry describes the work of announcers, writers, reporters, engineers and executives; discusses programming procedures in local radio stations and television studios; and provides some technical details concerning the management and equipment of small stations.

Samachson, Dorothy. THE FABULOUS WORLD OF OPERA. Rand McNally, 1962. An informative discussion, often in terms of specific operas and changing times, of the functions, problems, and qualifications of the persons involved in the presentation of an opera, from the librettist and composer to the manager, singers, and backstage personnel.

Saunders, Keith. SO YOU WANT TO BE AN AIRLINE STEWARDESS. Arco, 1967. A detailed description of a many-faceted profession. It discusses the lessons in aircraft familiarization, passenger relations, and other subjects taught in a seven-week training program. Questions that may arise concerning salaries, working hours, accomodations and fringe benefits are thoroughly explained.

Scribner, Kimball J. YOUR FUTURE AS A PILOT. Rosen, R., 1968. A generalized survey of pilot opportunities in commercial, corporate, military, and government flying and in non-travel flying careers. Also touched upon are a few non-piloting careers in the air, the attractions of flying careers and the physical and educational requirements for pilots.

Smith, Jean. FIND A CAREER IN CONSERVATION. Putnam, 1959. A description of the jobs available in the field of natural resources. Covers the U.S. Forest Service and other forest jobs; park rangers, game wardens and protectors; and wildlife management and research officers.

Spencer, Lila. EXCITING CAREERS FOR HOME ECONOMISTS. Messner, 1967. Discusses the opportunities for a home economist in a variety of specialized areas--textiles, food, fashion, writing, art, chemistry, teaching, radio and television--even the independence of setting up one's own business. The training required, the importance of practical experience as a supplement to academic work and job descriptions are covered in this book.

Splaver, Sarah. YOUR CAREER IF YOU'RE NOT GOING TO COLLEGE. Messner, 1963. Each of the major job classifications is covered in a separate chapter--from occupations that require little or no training to those that demand years of apprenticeship or study. Under each category the author gives information about dozens of specific jobs, including qualifications, training, duties, and how that job will be affected by changes in industry and population in the future.

Stein, M. L. YOUR CAREER IN JOURNALISM. Messner, 1965. Tells how men and women are trained on newspapers and magazines, in broadcast journalism and public relations; how they work and what the future holds for newcomers in the field. The author discusses high school preparation, whether or not to take journalism in college, salaries, how to get a job and keep it.

Sterling Publishing Company, Inc. PART-TIME AND SUMMER JOBS. 1967. Partial content: how to start your search, jobs at good pay, sales jobs, unusual occupations, volunteer jobs, hints on job etiquette, and warnings and suggestions.

Sullivan, Mary B. CAREERS IN GOVERNMENT. Walch, H. Z. (Careers for Tomorrow) (no date). A guide to the work and job opportunities in the major Federal agencies and in state and local government. This discussion of government and civil service positions compares their advantages and disadvantages with those of similar positions in private industry.

Taylor, Theodore. PEOPLE WHO MAKE MOVIES. Doubleday, 1967. Describes the activities of the people who make motion picutres: producer, director, writer, camerman, set designer, actor, stuntman, film editor, composer and publicist.

The Fashion Group, Inc. YOUR FUTURE IN FASHION DESIGN. Rosen, R., 1966. "Represents the experience, talent, knowledge, skill, taste, and most of all, success of fifteen women who have achieved notable status in their work."

VanAllen, Edward J. YOUR FUTURE AS A SHORTHAND REPORTER. Rosen, R., 1969. Emphasizes a growing demand in both free-lance work and in government employment. Essential information on personal qualifications, education, and salary is given by accounts of fictional court cases illustrating the shorthand reporter's job.

Whitcomb, Helen. STRICTLY FOR SECRETARIES. McGraw, 1965. Designed for young people interested in secretarial work, this guide offers information on applying for a job, and advice about grooming, office etiquette, getting along with the boss and fellow employees, and improving secretarial skills.

Winter, Elmer L. YOUR FUTURE IN JOBS ABROAD. Rosen, R., 1968. The author outlines the intricacies of language and foreign customs, the details of work permits and taxes, suggestions on where and how jobs may be found with the government and private firms, a listing of fields that involve overseas operations and the features of various work-study programs.

Woodward, Stanley. SPORTSWRITER. Doubleday, 1967. Informal guide to careers in sportswriting. Discusses techniques and advantages and disadvantages of the profession.

Yates, Elizabeth. SOMEDAY YOU'LL WRITE. Dutton, 1962. Guide to creative writing for young writers-to-be, discussing how to choose a subject, plan the story, sustain the readers attention, and above all devote time and energies to developing skill in this profession.

Zarem, Lewis. CAREERS AND OPPORTUNITIES IN ASTRONAUTICS. Rev. Ed. Dutton, 1969. Surveys the work and career opportunities in astronautics in both government and industry. Details the need for the services of scientists, engineers, administrators, technicians, and educators for specialized positions in propulsion, installations, electronics, aerospace medicine, structures, materials and equipment.

JUNIOR HIGH FICTION

Archibald, Joseph. JET FLIER. Longmans, 1960. Discusses aeronautics as a profession. The main character recalls his days as a skywriter, a bomber pilot, as a DC-6 pilot and as captain of a jet airliner.

THE SMOKE EATERS. McKay, 1965. The story of a typical New York City fireman of today from the day of his acceptance into the department, through his rigorous training at the fire school on Welfare Island and to his development as an expert "smoke eater."

Cavanna, Betty. PAINTBOX SUMMER. Westminster Press, 1949. The career and romantic angles are well handled and the plot and characters entirely credible.

Ferris, Helen, Ed. TIME OF DISCOVERY. Watts, 1961. (Short story collection). Stories of girls who found clues to careers. Shows how each of 16 heroines learned something about herself and her interests and developed her talents or discovered her future vocation.

TIME OF STARTING OUT. Watts, 1962. Stories of girls on their first jobs as stenographer, student nurse, hospital aide, motion picture actress, baby sitter, advertising agency proofreader, house worker, policewoman, Navy nurse, and teacher. Others worked on a newspaper, in an office, in a flower shop and sold trousseaux in a department store.

Gerard, Jane. JET STEWARDESS. Messner, 1962. Obviously a romantic tale but realistically told--main character passes 6 months probation as a Pan American jet stewardess.

Halacy, D. S. DUSTER PILOT. Chilton Co., 1961. Concerns a crop duster involved in "bombing" fresh fires, etc., as well as in handling dangerous chemicals in 'bug killing'.

Hentoff, Nat. JAZZ COUNTY. Harper, 1965. Portrays the jazz world as seen by a boy who longs to be a jazz musician. Learns that being a true jazz artist does not depend on color of skin.

Janes, E. C. WILDERNESS WARDEN. McKay, 1955. An ex-marine is on probation as a game warden in the wilds of northern Maine. A tale of wild life conservation and courage.

Laklan, Carli. TWO GIRLS IN NEW YORK. Doubleday, 1964. Girls from a small town high school come to New York City to find jobs.

McLelland, I. C. HI! TEACHER. Holt, 1952. Deals with a girl in her first year of teaching in a small community in the Pacific Northwest. "Good material for girls contemplating being a teacher." Booklist.

Pitkin, D. SEA CHANGE. Pantheon Books, 1964. Young girl works with a marine biology team.

Sherburne, Z. BALLERINA ON SKATES. Morrow, 1961. The book's value lies in vocational material on professional ice skating and the problem of the tall girl.

Whitney, P. A. THE HIGHEST DREAM. McKay, 1956. A girl is a tour guide at the U.N. Though lacking real depth and containing little information about the separate agencies, the novel pictures the general aims of the U.N.

SENIOR HIGH SCHOOL NON-FICTION

AIRLINE STEWARDESS HANDBOOK. Ed. by Shirley Linde and others. Careers Research, 1968. Employment officers of 55 U.S. and Canadian airlines have taken time to provide information necessary to help you decide if you'd really fit as a stewardess, and which airline would be best for you. These officers provide practical information on exactly what qualifications they are seeking, how you can prepare yourself, and what is necessary to pass the employment interviews. Explodes 10 myths about requirements for being a stewardess.

Arnold, Arnold. CAREER CHOICES FOR THE 70'S. Crowell-Collier Press, 1971. This book is intended to make the reader aware of the need to choose early and to acquaint him with the choices available. Also discusses minorities and girls and careers.

Barry, John M. OPPORTUNITIES IN JOURNALISM CAREERS. Rev. Ed. Vocational Guidance, 1967. Discussion of the various varied fields in journalism, covering the entire team involved in the collection and presentation of news. Discusses editorial trends and requirements. Specialized areas discussed in detail.

Bibby, Dause L. YOUR FUTURE IN THE ELECTRONIC COMPUTER FIELD. Rosen, R., 1962. This book covers the influence and application of computers and career opportunities.

Biegeleisen, J. I. CAREERS AND OPPORTUNITIES IN COMMERCIAL ART. Rev. Ed. Dutton, 1963. An up-to-date survey of the wide variety of opportunities open to commercial artists in textile design, packaging, cartooning, lettering, and other fields of specialization.

CAREERS AND OPPORTUNITIES IN TEACHING. Dutton, 1969. Provides information and advice on teaching positions of all types--in kindergarten and elementary schools, high schools, private schools, parochial schools, trade schools, junior colleges, and four year colleges.

HOW TO GO ABOUT GETTING A JOB WITH A FUTURE. Grosset, 1967. Among the topics discussed are: resumes, employment agencies, help wanted advertisements and how to analyze them, good grooming for job interviews, civil service, jobs overseas, organizing a job search program, part-time jobs, how to write an effective situation wanted ad, self-evaluation of job qualifications, training and apprenticeship programs, pitfalls in job interviews and how to avoid them.

Brunetti, Cledo. YOUR FUTURE IN A CHANGING WORLD. Rosen, R., 1970. Presents to the student a picture of the environment he will face in years ahead, the types of jobs that will be available, the preparation required and the benefits to him.

Carroll, John M. CAREERS AND OPPORTUNITIES IN COMPUTER SCIENCE. Dutton, 1967. Surveys the job opportunities and explains how computers work, how to prepare for a job in computers and how computers are used in specific businesses and industries. Specific jobs described include engineers and designers, programmers, operators, maintenance technicians and systems analysts, including managerial positions.

CAREERS AND OPPORTUNITIES IN ELECTRONICS. Dutton, 1963. The author "briefly outlines the origin, shape, size, and function of the electronics industry and the training, personal qualifications, typical careers and salaries. Nonengineering, as well as design, manufacturing, sales, and field careers for electronics engineers, scientists, and technicians are described, with special emphasis on opportunities in management, communications, and broadcasting, military and industrial electronics."

Cashin, James A. CAREERS AND OPPORTUNITIES IN ACCOUNTING, with a chapter on opportunities in accounting for women by Helen S. Bergen. Dutton, 1965. The author shows an understanding of the accountant's work in all branches of the profession, states salaries, qualifications, and the required educational background.

Connor, J. Robert. A JOB WITH A FUTURE IN AUTOMOTIVE MECHANICS. Grosset, 1969. Using statistics and quotes from automobile executives, the author shows that there is and will continue to be a scarcity of auto mechanics, and that the opportunities for mechanically inclined young men will increase accordingly. Breaking down the field into several areas--dealership, service stations, imports, trucks, and bus mechanics--it describes the training available, qualifications, salaries, benefits, tasks, and possibilities for each.

Dodd, Ed. CAREERS FOR THE '70'S: CONSERVATION. Crowell-Collier Press, 1971. Written in the first person, the text incorporates quotes, gives statistics, and cites specific levels of education, income, and experience of actual conservationists in the U.S. Forest Service, wildlife agents, and conservation artists, writers and photographers. Provides a quick survey of the varied job areas, summer jobs, jobs in Canada, careers for non-professionals, and sources of job information.

Donahue, Jody. YOUR CAREER IN PUBLIC RELATIONS. Messner, 1967. Explores such public relations media as newspapers, magazines, radio and television. It discusses both the advantages and disadvantages of public relations and offers specific advice on how to obtain the proper education and how to break into the field.

Dowdell, Dorothy. CAREERS IN HORTICULTURAL SCIENCES. Messner, 1969. Covers thoroughly every aspect of the horticultural industry--from farm to laboratory, greenhouse to frozen food plant.

and Joseph Dowdell. YOUR CAREER IN TEACHING. Messner, 1967. Discusses teaching as a career as well as such closely allied occupations as school administration, librarianship, academic counseling, school social service work, overseas assignments, and areas of specialization.

Doyle, Robert V. YOUR CAREER IN INTERIOR DESIGN. Messner, 1969. Tells how to obtain practical job experience in the field of interior design and examines the career opportunities available.

ENCYCLOPEDIA OF CAREERS AND VOCATIONAL GUIDANCE. William E. Hopke, Ed.-in-chief. Doubleday, 1967. Contents-Vol. I: planning your career; Vol. II: careers and occupations.

Fanning, Odom. OPPORTUNITIES IN ENVIRONMENTAL CAREERS. Vocational Guidance, 1971. Stressing the necessity for each group of environment careers, the author surveys briefly...fields of environment involvement giving educational requirements, present and future opportunities, earnings and working conditions. Cites opportunities in all fields for blacks and mentions specifically the chances women have in finding such employment, covers careers in ecology, earth sciences, resources and recreation, environmental design, environmental protection, environmental policy and programs.

Floyd, William A. YOUR FUTURE AS A MINISTER. Rosen, R., 1969. The call to the ministry, steps toward ordination and the work, special problems and the future of the ministry are discussed.

Furnas, C. C. THE ENGINEER. Life-Time, 1966. A brief survey of some outstanding accomplishments, old and new, in various engineering fields, interspersed with descriptions of the work of leading engineers.

Gates, Jean Key. INTRODUCTION TO LIBRARIANSHIP. McGraw, 1968. Summarizes the development and role of libraries and books in society from antiquity to the present; discusses librarianship as a profession, and the professional organizations, educational and literary, associated with an expanding library service; then describes and appraises major types and certain of their subdivisions of library service and their significance, activities, programs and problems. Automation is considered and basic features of the library in the society of the future are projected.

Gelb, Richard. YOUR FUTURE IN BEAUTY CULTURE. Rosen, R., 1964. This discussion of the careers of hairdresser and cosmetologist for both men and women covers training, job hunting, different types of salons, contests, and opportunities. Appendix includes information on organizations, licenses, scholarships, and publications.

Golze, Alfred R. YOUR FUTURE IN CIVIL ENGINEERING. Rosen, R., 1965. A concise, competent vocational survey furnishes information on the major subdivisions of civil engineering and discusses basic qualifications for the occupation in general. It gives practical advice on choice of college, educational program and job placement, and concludes with a history of civil engineering and career sketches of some successful men in the profession.

Goodrich, F. E. YOUR FUTURE IN DIRECT SELLING. Rosen, R., 1965. Covers advantages of a career in direct selling, the opportunities it offers for both monetary rewards and freedom of initiative. Describes the varieties of direct selling that have been used by different companies. Throughout the emphasis is on how to succeed in selling, not on any suggested program of academic training for salesmanship.

Hanaburgh, D. H. YOUR FUTURE IN FORESTRY. Rosen, R., 1963. A forester can become a land manager, a specialist in pulpwood production, a research scientist, a wood technologist, or an administrator of forest finances. This study describes the many aspects (advantages and disadvantages) of these careers and is a guide to the vocation of forestry and to the training needed.

Head, Edith. FASHION AS A CAREER. Messner, 1966. Provides a general guide to careers in fashion with personal glimpses of well-known designers, manufacturers, buyers, editors, copywriters, columnists, models, and retailers.

Helman, Hal. COMMUNICATION IN THE WORLD OF THE FUTURE. Evans, M. and Company, 1969. In an easy style, the author leads his readers through the many phases and aspects of human communicating with strong emphasis in the more electronic aspects and somewhat neglecting printing (only one short chapter).

Hohenberg, John. THE NEWS MEDIA: A JOURNALIST LOOKS AT HIS PROFESSION. Holt, 1968. Examines the principal problems of the newspapers, wire services, news magazines, radio and television news coverage in the United States. It considers the ethical responsibility of the journalist and the influence of his outlook on society and his duties to the nation in time of crisis, his very reasons for existence as an independent force in an open society.

Hutchison, Chester S. YOUR FUTURE IN AGRICULTURE. Rosen, R., 1965. Introduces the field of modern agriculture, which includes a great variety of careers from farming and ranching to food technology and processing. Within these, the author has listed a great number of specialities (farm credit secretary, agricultural chemurgist, etc.) thus giving the book an appearance of a reference work.

Ingoldsby, Patricia. THE EXECUTIVE SECRETARY: HANDBOOK TO SUCCESS. Doubleday, 1969. Based on actual, on-the-job experience, this book presents the arts and skills, the diplomatic and psychological subtleties and the varied business techniques necessary for mastering the challenging but rewarding job of secretary to a top executive.

Jones, Candy. MODELING AND OTHER GLAMOROUS CAREERS. Harper, 1969. Discusses the world of professional modeling throughout the United States. Gives information and answers questions most frequently asked by aspiring models. One chapter is devoted to other "glamorous" careers: company good-will ambassadors, receptionists, traveling hostess, etc.

Kaplan, Albert A. CAREERS IN DEPARTMENT STORE MERCHANDISING. Walck, H. Z., 1962. The first third of the book is history. One then gets a quick view of store management, followed by a good clear explanation of the buyers' job and what it takes to be a good one. The disadvantages of long hours, nervous strain, and tension are recognized.

Lee, Russell. THE PHYSICIAN. Time-Life, 1967. There are balanced presentations of issues avoided in most surveys of medicine. Recommended to counselors seeking to interest students in a future medical career.

Levine, Sol. YOUR FUTURE IN ELECTRICAL ENGINEERING. Rosen, R., 1961. An account of the field, including a history of electronics, educational requirements, opportunities, salaries, jobs for women and case histories.

Liston, Robert. YOUR CAREER IN LAW ENFORCEMENT. Messner, 1965. This book offers information about the duties and methods of law officers on every professional level, whether from city, state, or the Federal government.

MacGil, Gillis. YOUR FUTURE AS A MODEL. Rosen, R., 1964. In an informal talk to young people a model and agency director emphasizes the combination of attractiveness and intelligence needed to become a successful model.

McDonough, Thomas E. YOUR FUTURE AS A GUIDANCE COUNSELOR. Rosen, R., 1967. Career information on qualifications, training, and opportunities is combined with effective description of typical types and techniques of counseling. Also shows how the profession has developed and gives a summary of recent Federal legislation affecting counseling.

Meinhardt, Carl. SO YOU WANT TO BE AN ARCHITECT. Harper, 1969. Linking architecture to urban problems and the need for replanning cities, the authors stress the complex training essential for modern architects and the total environment concept of their work. After several introductory chapters critical of present-day building design and materials, they present specific information on educational requirements from high school subjects through liberal arts colleges, architectural school, advanced degrees, and foreign study, and explain the apprenticeship required for licensing. Specialized jobs and types of firms are described.

Neal, Harry E. SKYBLAZERS: YOUR CAREER IN AVIATION. Messner, 1958. Covers the wide range of careers available in military and naval aviation, in commercial airlines, the aircraft industry and "business flying". Tells what education, skills, and other qualifications are necessary and includes information on administrative positions and careers for women.

YOUR CAREER IN FOREIGN SERVICE. Messner, 1965. The author explains the duties of ambassadors, ministers, charges d'affaires, attaches and consuls, as well as the hundreds of job opportunities ranging from clerks and stenographers to political scientists, including all types of occupational specialists. Educational requirements, qualifications, salaries as well as a chapter on opportunities for women are included.

Nolen, William A. THE MAKING OF A SURGEON. Random House, 1970. Duscusses the four additional years beginning with internship in which the medical doctor specializes in surgery.

Noyes, Nell Brady. YOUR FUTURE AS A SECRETARY. Rosen, R., 1963. A practical treatment of secretarial work which describes various types of jobs, including civil service and government jobs in foreign countries. Advice concerning basic requirements and personal qualifications is sensible, and helpful suggestions are given on how to look for and apply for a job.

OCCUPATIONS IN THE FIELD OF LIBRARY SCIENCE. Bureau of Employment Security, U.S. Employment Service, U.S. Government Printing Office, 1966. This pamphlet contains descriptions of 22 jobs in the field, listings of graduate library schools, library associations and periodicals and a bibliography.

Orent, Norman B. YOUR FUTURE IN MARKETING. Rosen, R., 1966. The author has tried to give the reader a view of the enormous scope and diversified challenges that exist in the field. Some of the activities seem to have no relation to each other--for example, design, warehousing, finance, and psychology.

Paris, Jean. YOUR FUTURE AS A HOME ECONOMIST. Rosen, R., 1964. A survey of the varied opportunities for the home economics graduate in teaching, dietetics, social welfare and business. In addition to giving adequate career information on salaries, duties, and qualifications, it outlines the college course of study, advises students on selecting a college, meeting expenses, and instructs future applicants in locating and securing a job.

Pinney, John J. YOUR FUTURE IN THE NURSERY INDUSTRY. Rev. Ed. Rosen, R., 1968. Presents history of the nursery business in the United States, education for and advantages of a career in horticulture.

Pond, John. YOUR FUTURE IN PERSONNEL WORK. Rosen, R., 1962. Discusses the nature, organization, educational aspects, salaries, and types of jobs in the personnel management field.

Riser, Wayne H. YOUR FUTURE IN VETERINARY MEDICINE. Rosen, R., 1963. Covers history, veterinarians in teaching, research, the armed forces, and space medicine, nutrition, and women in veterinary medicine.

Rohn, Fred H. SO YOU WANT TO BE AN ACCOUNTANT. Harper, (1966, 1965). Explaining the role of various types of accountants, the advantages and disadvantages of these positions, the kinds of academic training each one calls for, the nature of the apprenticeship experience needed, and the sort of examination that will be required. Reviews the various fields of specialization within the profession.

Russell, Max M. (Ed.) THE BLUE BOOK OF OCCUPATIONAL EDUCATION. CCM Information Corp., 1971. Present descriptive information on twelve thousand occupational schools in the United States.

Shirley, Hardy L. FORESTRY AND ITS CAREER OPPORTUNITIES. Second edition. McGraw, 1964. Aims at a broad orientation in the field of forest management rather than a detailed explanation of specific techniques. From the biochemistry of wood and its modern uses to the proper care and harvesting of lumber resources many general aspects of forestry for recreation, conservation and profit are presented, including chapters on the history and future of the profession, its principal employers, and current programs.

Short, Don. OPPORTUNITIES IN TRAVEL CAREERS. Rev. Ed. Vocational Guidance, 1966. Discusses the principle divisions of the travel industry, including governmental and noncommercial travel bureaus, commercial agencies, and hotel representatives.

Splaver, Sarah. YOUR CAREER IF YOU'RE NOT GOING TO COLLEGE. Messner, 1963. Each of the major job classifications is covered in a separate chapter--from occupations that require little or no training to those that demand years of apprenticeship or study. Under each category the author gives information about dozens of specific jobs, including qualifications, training, duties, and how that job will be affected by changes in industry and population in the future.

Stone, Archie A. CAREERS IN AGRIBUSINESS AND INDUSTRY. (2nd Ed.) Interstate, 1970. Offers practical information and advice about various career and business aspects of agriculture. Included are chapters on the food, dairy, grain, feed, livestock, cotton, and farm equipment industries, ornamental horticulture, government services, farm cooperatives, and rural electrification.

SUMMER EMPLOYMENT DIRECTORY OF THE UNITED STATES. National Directory Service. Annual (title varies). Arranged alphabetically according to states, and the names of organizations. Listed under the name of the organization is the location, whom they employ, the positions open, the total number of openings, salary or salary range, and name and address of the person to whom one should make application.

Super, Donald. OPPORTUNITIES IN PSYCHOLOGY CAREERS. Vocational Guidance, 1968. Discusses in detail the various psychology careers--industrial, clinical, experimental, educational, and personnel counseling--answering all questions on personal and educational requirements, getting started and other information of interest.

Taylor, Dawson. YOUR FUTURE IN THE AUTOMOTIVE INDUSTRY. Rosen, R., 1963. Particularly good in its treatment of the retail selling and servicing of cars. The manufacturing phases of the industry, such as engineering, styling, test driving, and factory jobs are covered with less detail. In discussing qualifications and training, the author includes a description of the opportunities offered by the large automobile companies through their training centers, service schools, and management training programs.

The National Observer, CAREERS FOR THE SEVENTIES: CLOSE-UPS OF TWENTY WAYS AMERICANS EARN A LIVING. Ed. by Jerold K. Footlick. Dow Jones Books, 1969. Discusses careers by describing the people in them--their backgrounds, educations, family life and money they make, their contents: advertising creator, archaeologist, artist, banker, baseball player, dancer, foreign service officer, government official, inventor, librarian, musical theater performer, musician, politician, popular singer, stewardess, stockbroker, traveling salesman, veterinarian, woman scientist.

Woodward, Stanley. SPORTSWRITER. Doubleday, 1967. Informal guide to careers in sportswriting. Discusses techniques and advantages and disadvantages of the profession.

Zarem, Lewis. CAREERS AND OPPORTUNITIES IN ASTRONAUTICS. Rev. Ed. Dutton, 1969. Surveys the work and career opportunities in astronautics in both government and industry. Details the need for the services of scientists, engineers, administrators, technicians, and educators for special positions in propulsion, installations, electronics, aerospace medicine, structures, materials and equipment.

TOPICAL INDEX BY PROFESSION

[J.H.]--annotations found in Junior High Non-fiction section

[H.S.]--annotations found in High School Non-fiction section

Accounting:
Cashin, James A. CAREERS AND OPPORTUNITIES IN ACCOUNTING. [H.S.]
Rohn, Fred H. SO YOU WANT TO BE AN ACCOUNTANT. [H.S.]

Advertising:
Johnson, George. YOUR CAREER IN ADVERTISING. [J.H.]

Aerospace:
Boyd, Waldo T. YOUR CAREER IN THE AEROSPACE INDUSTRY [J.H.]
(see also Astronautics)

Agriculture:
Duncan, Clyde. FIND A CAREER IN AGRICULTURE. [J.H.]
Hutchison, Chester. YOUR FUTURE IN AGRICULTURE. [H.S.]
Stone, Archie. CAREERS IN AGRIBUSINESS AND INDUSTRY. [H.S.]

Appliance Service:
Keefe, J. AIM FOR A JOB IN APPLIANCE SERVICE. [J.H.]

Architecture:
Meinhardt, Carl. SO YOU WANT TO BE AN ARCHITECT. [H.S.]

Art:
Biegeleisen, J. I. CAREERS AND OPPORTUNITIES IN COMMERCIAL ART. [J.H.]

Astronautics:
Hoyt, Mary. AMERICAN WOMEN OF THE SPACE AGE. [J.H.]
Zarem, Lewis. CAREERS AND OPPORTUNITIES IN ASTRONAUTICS. [H.S.]

Automobile:
Connor, J. Robert. A JOB WITH A FUTURE IN AUTOMOTIVE MECHANICS. [H.S.]
Harrison, C. W. FIND A CAREER IN AUTO MECHANICS. [J.H.]
Taylor, Dawson. YOUR FUTURE IN THE AUTOMOTIVE INDUSTRY [H.S.]

Aviation:
AIRLINE STEWARDESS HANDBOOK. [H.S.]
Flaherty, J. J. BEHIND THE SILVER SHIELD. [J.H.]
Neal, Harry. SKY BLAZERS: YOUR CAREER IN AVIATION. [H.S.]
Saunders, Keith. SO YOU WANT TO BE AN AIRLINE STEWARDESS. [J.H.]
Scribner, Kimball. YOUR FUTURE AS A PILOT. [J.H.]

Beauty:
Gelb, Richard. YOUR FUTURE IN BEAUTY CULTURE. [H.S.]

Building:
Kasper, Sydney. CAREERS IN THE BUILDING TRADES. [J.H.]

Chemistry:
Pollack, Phillip. CAREERS AND OPPORTUNITIES IN CHEMISTRY. [J.H.]

Civil Engineering:
Galze, Alfred. YOUR FUTURE IN CIVIL ENGINEERING. [H.S.]
(see Engineering)

Civil Service:
Liston, R. A. YOUR CAREER IN CIVIL SERVICE. [J. H.]
Sullivan, Mary. CAREERS IN GOVERNMENT. [J.H.]

Communications:
Hellman, Hal. COMMUNICATIONS IN THE WORLD OF THE FUTURE. [H.S.]

Computers:
Bibby, Dause. YOUR FUTURE IN THE ELECTRONIC COMPUTER FIELD. [H.S.]
Carroll, John. CAREERS AND OPPORTUNITIES IN COMPUTER SCIENCE. [H.S.]
Davis, S. YOUR FUTURE IN COMPUTER PROGRAMMING. [J.H.]

Conservation:
Dodd, Ed. CAREERS FOR THE 70'S: CONSERVATION. [H.S.]
Fanning, Odom. OPPORTUNITIES IN ENVIRONMENTAL CAREERS. [H.S.]
Harrison, C. W. CONSERVATIONALISTS AND WHAT THEY DO. [J.H.]
Herbert, F. W. CAREERS IN NATURAL RESOURCE CONSERVATION. [J.H.]
Smith, Jean. FIND A CAREER IN CONSERVATION. [J.H.]

Crime Science:
McGrady, Mike. CRIME SCIENTISTS. [J.H.]

Dentistry:
Paige, B. E. YOUR FUTURE AS A DENTAL HYGIENIST. [J.H.]

Education:
Biegeleisen, J. I. CAREERS AND OPPORTUNITIES IN TEACHING. [H.S.]
Boylan, James R. SCHOOL TEACHING AS A CAREER. [J.H.]
Dowdell, Dorothy. YOUR CAREER IN TEACHING. [J.H.]

Electronics:
Carroll, John. CAREERS AND OPPORTUNITIES IN ELECTRONICS. [J.H.]

Engineering:
Amstead, B. H. ENGINEERING AS A CAREER TODAY. [J.H.]
Furnas, C. C. THE ENGINEER. [J.H.]
Golze, Alfred. YOUR FUTURE IN CIVIL ENGINEERING. [H.S.]
Levine, Sol. YOUR FUTUTE IN ELECTRICAL ENGINEERING. [H.S.]
Pollack, Phillip. CAREERS AND OPPORTUNITIES IN ENGINEERING. [J.H.]

Fashion:
Head, Edith. FASHION AS A CAREER. [J.H.]
The Fashion Group. YOUR FUTURE IN FASHION DESIGN. [J.H.]

Foreign Service:
Krosney, Herbert. CAREERS AND OPPORTUNITIES IN INTERNATIONAL SERVICE. [H.S.]

Neal, H. E. YOUR CAREER IN FOREIGN SERVICE. [J.H.]
Winter, Elmer. YOUR FUTURE IN JOBS ABROAD. [J.H.]

Forestry:
Flaherty, J. J. FOREST RANGER. [J.H.]
Hanaburgh, D. H. YOUR FUTURE IN FORESTRY. [J.H.]
Shirley, Hardy. FORESTRY AND ITS CAREER OPPORTUNITIES. [H.S.]

Government:
Sullivan, Mary. CAREERS IN GOVERNMENT. [J.H.]
(see also Civil Service)

Guidance:
McDonough, Thomas. YOUR FUTURE AS A GUIDANCE COUNSELOR. [H.S.]
(see also Psychology)

Home Economics:
Paris, Jean. YOUR FUTURE AS A HOME ECONOMIST. [H.S.]
Spencer, Lila. EXCITING CAREERS FOR HOME ECONOMISTS. [J.H.]

Hotels:
Lattin, Gerald. CAREERS IN HOTELS AND RESTAURANTS. [J.H.]

Horticulture:
Dowdell, Dorothy. CAREERS IN HORTICULTURAL SCIENCES. [H.S.]
Pinney, John. YOUR FUTURE IN THE NURSERY INDUSTRY. [H.S.]

Interior Design:
Doyle, Robert. YOUR CAREER IN INTERIOR DESIGN. [J.H.]

Industry:
Perry, John. 17 MILLION JOBS: THE STORY OF INDUSTRY IN ACTION. [J.H.]
Stone, Archie. CAREERS IN AGRIBUSINESS AND INDUSTRY. [H.S.]

Journalism:
Barry, John. OPPORTUNITIES IN JOURNALISM CAREERS. [H.S.]
Flaherty, J. J. GET THAT STORY: JOURNALISM-IT'S LORE AND THRILLS. [J.H.]
Hohenberg, John. THE NEWS MEDIA: A JOURNALIST LOOKS AT HIS PROFESSION. [H.S.]
Lobsenz, N. M. WRITING AS A CAREER. [J.H.]
Parsons, Tom. FIND A CAREER IN JOURNALISM. [J.H.]
Rider, John. THE STUDENT JOURNALIST AND BROADCASTING. [J.H.]
Stein, M. L. YOUR CAREER IN JOURNALISM. [J.H.]
Woodward, Stanley. SPORTSWRITER. [J.H.]

Landscape Architecture:
Frazier, John. YOUR FUTURE IN LANDSCAPE ARCHITECTURE. [J.H.]

Law:
Ernst, Morris and Alan Schwartz. LAWYERS AND WHAT THEY DO. [J.H.]

Law Enforcement:
Liston, Robert. YOUR CAREER IN LAW ENFORCEMENT. [J.H.]

Library Science:
Gates, Jean. INTRODUCTION TO LIBRARIANSHIP. [H.S.]
OCCUPATIONS IN THE FIELD OF LIBRARY SCIENCE. [H.S.]

Marketing:
Orent, Norman. YOUR FUTURE IN MARKETING. [H.S.]
Kaplan, Albert. CAREERS IN DEPARTMENT STORE MERCHANDISING. [H.S.]

Medicine:
Chernok, Norma. YOUR FUTURE IN MEDICAL ASSISTING. [J.H.]
Dodge, Bertha. HANDS THAT HELP; CAREERS FOR MEDICAL WORKERS. [J.H.]
Lee, Russell. THE PHYSICIAN. [J.H.]
Neal, Harry. DISEASE DETECTIVES: YOUR CAREER IN MEDICAL RESEARCH. [J.H.]
Nolen, William. THE MAKING OF A SURGEON. [H.S.]

Merchant Marine:
McLintock, Gordon. YOUR FUTURE IN THE MERCHANT MARINE. [J.H.]

Ministry:
Floyd, William. YOUR FUTURE AS A MINISTER. [H.S.]

Modeling:
Jones, Candy. MODELING AND OTHER GLAMOROUS CAREERS. [H.S.]
MacGil, Gillis. YOUR FUTURE AS A MODEL. [H.S.]

Movie Industry:
Colman, Hila. MAKING MOVIES: STUDENT FILMS TO FEATURES. [J.H.]
Taylor, Theodore. PEOPLE WHO MAKE MOVIES. [J.H.]

Museums:
Burns, W. A. YOUR FUTURE IN MUSEUMS. [J.H.]

Music:
Lieber, Leslie. HOW TO FORM A ROCK GROUP. [J.H.]
(see Opera)

Oceanography:
Boyd, Waldo. YOUR CAREER IN OCEANOLOGY. [J.H.]
Gaber, Norman. YOUR FUTURE IN OCEANOGRAPHY. [J.H.]

Opera:
Samachson, Dorothy. THE FABULOUS WORLD OF OPERA. [J.H.]

Personnel:
Pond, John. YOUR FUTURE IN PERSONNEL WORK. [H.S.]

Physics:
Bell, Raymond. YOUR FUTURE IN PHYSICS. [J.H.]
Pollack, Phillip. CAREERS AND OPPORTUNITIES IN PHYSICS. [J.H.]

Pipe Trades:
Daly, D. F. AIM FOR A JOB IN THE PIPE TRADES. [J.H.]

Psychology:
Hyde, Margaret. PSYCHOLOGY IN ACTION. [J.H.]
Super, Donald. OPPORTUNITIES IN PSYCHOLOGY CAREERS. [H.S.]

Public Relations:
Donahue, Jody. YOUR CAREER IN PUBLIC RELATIONS. [H.S.]

Restaurants:
Lattin, Gerald. CAREERS IN HOTELS AND RESTAURANTS. [J.H.]

Science:
Nourse, Alan E. SO YOU WANT TO BE A SCIENTIST. [J.H.]
Pollack, Phillip. CAREERS AND OPPORTUNITIES IN SCIENCE: A SURVEY OF ALL FIELDS. [J.H.]

Secretarial Work:
Ingoldsby, Patricia. THE EXECUTIVE SECRETARY: HANDBOOK TO SUCCESS. [H.S.]
Noyes, Nell Brady. YOUR FUTURE AS A SECRETARY. [H.S.]
Whitcomb, H. STRICTLY FOR SECRETARIES. [J.H.]

Selling:
Goodrich, F. E. YOUR FUTURE IN DIRECT SELLING. [H.S.]

Shorthand Reporting:
VanAllen, Edward. YOUR FUTURE AS A SHORTHAND REPORTER. [J.H.]

Social Work:
Baker, Laura. THOSE WHO CARE. [J.H.]

Television:
Gordon, George. YOUR CAREER IN TELEVISION AND RADIO. [J.H.]

Theater:
Dalrymple, Jean. CAREERS AND OPPORTUNITIES IN THE THEATER. [J.H.]

Traffic Management:
Heine, Robert. YOUR FUTURE IN TRAFFIC MANAGEMENT. [J.H.]

Transportation:
Liston, Robert YOUR CAREER IN TRANSPORTATION. [J.H.]

Travel Careers:
Short, Don. OPPORTUNITIES IN TRAVEL CAREERS. [H.S.]

Veterinary Medicine:

McCoy, J. J. THE WORLD OF THE VETERINARIAN. [J.H.]
Perry, John. VETERINARIANS AND WHAT THEY DO. [J.H.]
Riser, Wayne. YOUR FUTURE IN VETERINARY MEDICINE. [J.H.]

Writing:

Lobsenz, N. M. WRITING AS A CAREER. [J.H.]
Yates, Elizabeth. SOMEDAY YOUR'LL WRITE. [J.H.]

General References:

Arnold, Arnold. CAREER CHOICES FOR THE SEVENTIES. [H.S.]
Biegeleisen, J. T. HOW TO GO ABOUT GETTING A JOB WITH A FUTURE. [H.S.]
Brunetti, Cledo. YOUR FUTURE IN A CHANGING WORLD. [H.S.]
ENCYCLOPEDIA OF CAREERS AND VOCATIONAL GUIDANCE, Vols. I and II. [J.H.]
Kitson, H. D. VOCATIONS FOR BOYS. [J.H.]
Lingenfelter, Mary. VOCATIONS FOR GIRLS. [J.H.]
Liston, R. A. ON THE JOB TRAINING AND WHERE TO GET IT. [J.H.]
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